

1. Scanner/Observer Duties and CAP Missions

OBJECTIVES:

1. State mission scanner duties and responsibilities. {S; 1.1}*
2. State mission observer duties and responsibilities. {O; 1.2}
3. Discuss CAP missions. {S; 1.4}
4. Discuss liability coverage and applicability. {S; 1.5}
5. List the general rules for entering data into forms. {S; 1.7.1]

** Throughout this text, each objective is followed by:*

- a. The mission specialty rating to which the objective applies (S = Scanner; O = Observer; P = Pilot).
- b. The section in the text where the answer to the objective may be found.

1.1 Mission Scanner duties and responsibilities

The scanner's primary mission role is effective visual search. "Scanning" is a method of looking for downed aircraft (or other objects) that makes it possible to search an assigned area in a systematic way. Scanners are those people trained in these methods and whose primary responsibility is to maintain *constant* eye contact with the ground while flying over the search area. This responsibility makes the scanner a key member of each aircrew. While the mission observer has further duties, his or her primary responsibility while in the search area is also visual search.

The following outlines the duties and responsibilities of scanners for a typical mission:

- Report for duty IAW the "IM SAFE" criteria (CAPR 60-1):

Illness - Even a minor illness suffered in day-to-day living can seriously degrade performance of many piloting tasks vital to safe flight. The safest rule is not to fly while suffering from any illness. If this rule is considered too stringent for a particular illness, the pilot should contact an Aviation Medical Examiner for advice.

Medication - Pilot performance can be seriously degraded by both prescribed and over-the-counter medications, as well as by the medical conditions for which they are taken. Federal regulations prohibit pilots from performing crewmember duties while using any medication that affects the faculties in any way contrary to safety.

Stress - Stress from everyday living can impair performance, often in very subtle ways. Stress and fatigue (lack of adequate rest) can be an extremely hazardous combination.

Alcohol - Extensive research has provided a number of facts about hazards of alcohol consumption and flying. As little as one ounce of liquor, one bottle of beer or four ounces of wine can impair flying skills.

Fatigue - Fatigue and lack of adequate sleep continue to be some of the most treacherous hazards to flight safety, as it may not be apparent to a pilot until serious errors are made.

Emotion - The emotions of anger, depression, and anxiety may lead to taking risks that border on self-destruction.

- Wear appropriate dress for the mission (e.g., gloves, sunglasses, and uniform appropriate for climate and terrain).
- Carry and properly use equipment (e.g., charts and maps, headsets, binoculars, camera, clipboard, and survival equipment).
- Carry current credentials (e.g., CAP membership card, CAPF 101, and CAPF 76).
- Assist in avoiding obstacles during taxiing.

- Obey sterile cockpit rules. These require the crew to limit conversation to mission- and safety-related topics while in critical phases of flight. They are typically enforced during taxi, takeoff, departure, approach, and landing, as well as anytime the crew is executing a high-workload task.
- Employ effective scanning techniques.
- Report observations accurately and honestly. Record all sightings to include the time and geographical location. Include such things as other aircraft, ground parties, descriptive information concerning your search area, weather conditions (e.g., sun position, clouds, and search visibility), old wreckage, and possible sightings.
- Keep accurate sketches and notes.
- Properly complete all pertinent paperwork associated with the mission.
- Report availability for additional assignments.
- On completion of the day's assignments, return borrowed or assigned equipment.

1.2 Mission Observer duties and responsibilities

The mission observer has a key role in CAP missions, and has expanded duties that mainly pertain to assisting the mission pilot. This assistance may be in the planning phase, handling radio communications, assisting in navigation, and crew management (i.e., mission commander). The proficient observer makes it possible for the pilot to perform his duties with a greater degree of accuracy and safety by assuming these aspects of the workload.

In addition to the scanner duties, observers must also:

- Depending on conditions, you may report with the mission pilot for briefing.
- Assist in planning the mission. The observer may act as mission commander for the sortie.
- Assist in avoiding collisions and obstacles during taxiing.
- Assist in setting up and operating aircraft and CAP radios.
- Assist in setting up and operating aircraft navigational equipment (e.g., VORs and GPS).
- Assist enforcing the sterile cockpit rules.
- Maintain situational awareness at all times.
- Assist in monitoring fuel status.
- Monitor the electronic search devices aboard the aircraft and advise the pilot when making course corrections in response to ELT signals.
- Keep mission base and/or high bird apprised of status.
- Coordinate scanner assignments and ensure proper breaks for the scanners (including yourself). Monitor crew for fatigue and dehydration (ensure the crew drinks plenty of fluids).
- Maintain a chronological flight log of all observations of note, including precise locations, sketches and any other noteworthy information.

- Depending on conditions, report with the mission pilot for debriefing immediately upon return to mission base. The applicable portions on the reverse of CAPF 104 should be completed prior to debrief.
- Keep track of assigned supplies and equipment.

Once team members have been briefed on the mission and accomplished the necessary planning, observers determine that all necessary equipment is aboard the airplane. Checklists help ensure that all essential equipment is included, and vary according to geographic location, climate, and terrain of the search area. Items on the observer's checklist should include CAP membership and specialty qualification cards, current charts and maps of the search area, flashlights, notebook and pencils, binoculars, and survival gear (prohibited items, such as firearms, should be listed too, to ensure none is included). A camera may be included to assist in describing the location and condition of the search objective or survivors. Unnecessary items or personal belongings should be left behind. The mission observer also assists the pilot in ensuring that all equipment aboard the search aircraft is properly stowed. An unsecured item can injure the crew or damage the aircraft in turbulence.

Once airborne, the observer provides navigation and communication assistance, allowing the pilot to precisely fly the aircraft with a greater degree of safety. The observer also assists in enforcing "sterile cockpit" rules when necessary. In flight, particularly the transit phase, the observer maintains situational awareness in order to help ensure crew safety.

The mission observer divides and assigns scanning responsibilities during her mission observer briefing, and ensures each scanner performs their assigned duty during flight. She monitors the duration of scanner activity, and enables the scanners to rest in order to minimize fatigue.

1.3 The Observer Log

The observer must become proficient in using an in-flight navigational log. A complete chronological log should be maintained from take-off until landing, and should include all events and sightings. Skill in maintaining the log requires a great deal of training and experience. Remember, *proficiency and confidence are gained through practice and application*.

It is important to log the geographical location of the search aircraft at the time of all events and sightings (as a habit, always log the Hobbs time each time you make a report or record an event or sighting). This information is the basis of CAP Form 104, which is passed back to the incident commander and general staff after the debriefing and becomes a part of the total information that is the basis for his subsequent actions and reports. Good logs give the staff a better picture of how the mission is progressing.

If sketches or maps are made to compliment a sighting, note this and attach them to the log. The log and all maps and sketches will be attached to the CAPF 104.

1.4 CAP missions

As a review, the Civil Air Patrol (CAP) has three equally important missions: Aerospace Education, the Cadet Program, and Emergency Services. The Mission Aircrew course involves all aspects of the Emergency Services mission, including search and rescue (SAR), disaster relief (DR), life support, civil defense, and emergency communications.

As the civilian noncombatant auxiliary of the United States Air Force (USAF) and a private nonprofit corporation, the CAP was established under Federal law by Congress (36 U.S.C. 201-208 1101). The CAP is tasked with a wartime mission, peacetime disaster relief mission, a SAR mission, a counter-drug (CD) mission, support of the American Red Cross, and U.S. Customs support. A Memorandum of Understanding (MOU) between the USAF and CAP was instituted on 25 Jan 91 that defines the current duties and responsibilities of the CAP.

CAPR 60-1 prescribes the responsibilities of CAP personnel as applicable to the control and management of CAP flying programs, aircraft, and aircrew. CAPR 60-3 prescribes concepts, policies and standards that govern all CAP supervisory, ground, and flight personnel in the training, qualification and execution of CAP operational missions. CAPR 60-4 contains CAP ES operational and training forms. Supplements or operating instructions (OI) to these regulations may exist, but they may only be issued by Wings and then only with prior written approval of National Headquarters/DO.

1.4.1 The Wartime Mission

CAP *OPLAN 1000* provides for CAP support to the National Command Authorities (NCA) in a declared national emergency operation — in other words, war. The CAP would supplement the military defense with a civil defense for the protection of life and property in the event of an attack on the U.S. Specifically, the CAP would:

- Provide a communications network (fixed, mobile, and airborne).
- Provide assessment of damage to highways and facilities.
- Support State and Regional Disaster Airlift (SARDA).
- Provide radiological monitoring and decontamination teams.

Command and control during these operations remains within the CAP chain of command at all times. Although operational control of a particular mission may rest with another agency, CAP directives apply to CAP resources.

A national emergency may also invoke the *Security Control of Air Traffic and Air Navigation Aids* (SCATANA) plan. The purpose of this plan is to provide security control of civil and military air traffic, navigational aids, and airspace use. It may involve the use of military interceptors, directed dispersal, landing, or grounding of aircraft, shutdown of navigational aids, or IFR-only operations.

Mission records are to be kept for seven years and reimbursement for fuel, oil, and maintenance is IAW CAPR 173-3, *Payment for Civil Air Patrol Support*.

1.4.2 Peacetime Disaster Relief

Information concerning the CAP peacetime disaster relief mission is contained in CAPR 60-3. During a peacetime disaster, CAP resources are tasked

for assistance as a component of the Federal Emergency Management Agency (FEMA) Urban Search and Rescue Program, or under USAF auspices for military assistance to civil authorities. These operations could involve assistance during flood, forest fires, toxic spills, earthquakes, storms, etc. It does not include unlawful civil violence or enemy attack.

Command and control of CAP resources always remains with CAP. If the CAP is the lead agency, the CAP incident commander may be assigned as the overall incident commander.

CAP assistance to law enforcement agencies is restricted to patrol, reconnaissance, and reporting only. CAP members may not be deputized, actively arrest or detain individuals, nor do they have any authority to restrict persons by means of force, actual or implicit. The senior CAP member on duty will ensure these restrictions are understood by both the CAP member and law enforcement agencies.

A Natural Disaster Employment Report is called a Tempest Rapid I or III (final). The IC sends it to the CAP-USAF liaison officer. Mission records are to be kept for 7 years and reimbursement for fuel, oil, maintenance, and communications is IAW CAPR 173-3.

1.4.3 Search and Rescue (SAR)

Information concerning the CAP search and rescue mission is contained in CAPR 60-3. The USAF is the SAR coordinator for the Inland Region of the Continental United States (CONUS). The Coast Guard controls the Maritime Region and the Overseas Unified Command controls the Overseas Region.

Within the CONUS, the Air Force Rescue Coordination Center (AFRCC) of the USAF carries out the *National Search and Rescue Plan*. As an auxiliary of the USAF, CAP provides the primary resources (4 out of 5 searches) for SAR. CAPR 60-3 sets out specific guidance for air and ground operations, including activation procedures, command and control, mission management, air and ground operations, and mission suspension or closure.

Records are to be kept for seven years and reimbursement is IAW CAPR 173-3.

1.4.4 Counterdrug operations (CD)

Information concerning the CAP counterdrug mission is contained in the Counterdrug Handbook. The CAP, with the concurrence of the USAF, has established national agreements with the U.S. Customs Service, the Drug Enforcement Administration and the U.S. Forest Service to participate in a program of air reconnaissance to assist in locating illicit drug traffic and growing activities. The CAP role is limited to data gathering and supporting base communications. Actual CAP emergency services missions have priority over CD operations for the use of CAP resources.

No CAP region, wing, or other unit may supplement, amend, restrict or change these agreement guidelines or procedures. CAP members may not participate in arrest, seizure, or detention operations. Command and control remains within the CAP chain of command. Mission execution is IAW CAP 60-series regulations. Missions are debriefed to the applicable CAP CD officer.

1.4.5 Homeland Security

TBD.

CAP is now under the USAF *Directorate of Homeland Security* (AF/XOH). CAP National HQ has established the *Counter Drug / Homeland Security* department under the *Operations* directorate, and a *National Operations Center* that is manned 24 hours a day (1-888-211-1812).

The CAP assists the President and/or Secretary of Defense during national security emergency preparedness (NSEP) operations. NSEP operations are those that take place either during or immediately preceding a major disaster, national emergency, or national security emergency, as defined by the President.

CAP participates in Military Support to Civil Authorities (MSCA), as well as providing direct support of the Air Force and Department of Defense (DoD) components during national security emergencies.

CAP personnel and equipment may be requested to support the Secretary of Defense, DoD combatant commands, and other DoD, federal, state and local agencies. Depending on the size of the disaster or contingency to be supported, CAP forces may range from elements of a single squadron to multiple wings across the country. If CAP assistance is requested by the Lead Federal Agency (LFA) and/or the Defense Coordinating Officer (DCO), those units closest to the scene will be the first to be called upon.

1.4.6 Partner Agencies

The CAP has *Memorandums of Understanding* (MOUs) with national agencies such as the DEA, Customs, U.S. Forest Service, FEMA, Red Cross, Salvation Army, Department of the Interior, Federal Aviation Administration, Federal Highway Administration, NASA, National Communication Systems, National Weather Service, National Transportation Safety Board, and the U.S. Coast Guard Auxiliary. CAP Wings may have MOUs with state agencies such as the Department/Division of Emergency Management, Department of Public Services, State Forest Service, and State Park Service.

Air Force assigned mission status may be extended to national, state, and local MOU missions. The basic USAF/CAP MOU provides that Air Force non-reimbursed assigned mission status will apply to "support missions requested by a state/local government or private agencies which are specified in memoranda of understanding or letters of agreement that have been signed and approved by appropriate Air Force authority."

Air Force mission numbers will not be issued for CAP missions in support of other federal, state, local or private agencies unless there is a MOU or letter of agreement with that agency or organization. Each MOU addresses the issues of third party liability coverage, Workmen's Compensation benefits, and expense reimbursement, and specifies if the Air Force or the supported agency/activity will provide the coverage.

All of the MOUs make it clear that support is given on an "as available" basis, and that U.S. Air Force missions have top priority.

1.5 Liability

CAP, along with the Air Force, provides liability coverage for the organization and members. The Air Force coverage applies when CAP is engaged in missions certified by CAP-USAF as Air Force-assigned; CAP coverage applies when CAP is engaged in corporate activities or missions. The following is taken from CAPR 900-5, *The CAP Insurance/Benefits Program*.

Federal Employee Compensation Act (FECA) coverage is provided for all Air Force-assigned missions as defined in CAPR 60-1 and the USAF/CAP MOU. This is the Workmen's Compensation Program for federal workers. The coverage provides almost unlimited medical benefits, plus death, burial and disability benefits.

State and local missions are not covered by FECA; these missions are designated as CAP "corporate missions" IAW CAPR 60-1 and are covered by commercial insurance. Coverage is provided so long as proper CAP authority authorizes the mission and the PIC is licensed and certificated as required by Federal Aviation Regulations. This liability coverage also applies to member owned/furnished aircraft.

The *Federal Tort Claims Act* (FTCA) offers liability protection on Air Force-assigned missions. CAP members are covered by "Good Samaritan" laws, but should only attempt the most basic urgent care procedures (unless specifically trained otherwise).

A CAPF 78, *Mishap Report Form*, must be submitted promptly in all cases involving reportable CAP mishaps (see CAPR 62-2, *Mishap Reporting and Investigation*). All CAP aircraft and vehicles must have a copy the latest CAPF 78 (sent by the respective wing) in the aircraft/vehicle at all times; this form contains the relevant telephone numbers you will need in the event of a mishap.

It is vitally important that CAP members follow all rules and regulations during missions. This includes wearing the proper uniform and carrying the proper credentials, and filing a CAPF 78 when necessary. *Not following the rules may make you ineligible for coverage under FECA, FTCA, and corporate insurance, and can result in a member being held personally responsible for the damages or medical expenses incurred as a result of a mishap.*

Another important item for insurance coverage involves protecting the aircraft's avionics and instruments. It is mandatory that the crew properly secures the avionics lock and locks the doors anytime the aircraft is left unattended.



1.6 Operational Agreements

To facilitate mission execution, once tasking is received by the CAP prearranged agreements are already in place to cover most contingencies. These exist at the national, regional and state/local levels so that we do not reinvent the wheel for each new tasking. These agreements are formalized through the respective agencies' chains of command and signed off at all levels so that everyone understands their responsibilities and actual level of involvement for each contingency.

1.7 Forms

OPLANs, MOUs, regulations and agreements do not get the work done—people do. To ensure standardized training and mission accomplishment, a series of forms facilitate scanner and observer upgrade and mission execution. Some of these forms are the CAPF 76 (ROA), CAPF 101, CAPF 101T, CAPF 104, FAA Flight Plan 7233-1, and CAPF 108.

CAPF 76 is a Radio Operator Authorization (ROA). Requirements are set forth in CAPR 100-1 Volume I, *Communications*.

CAPF 101, the Specialty Qualification Card, is used to identify mission-qualified personnel. Wing ES staff complete this form. Each member is required to have a valid 101 card to participate in missions. Refer to CAPRs 60-3 and 60-4 Volume II.

CAPF 101Ts are Specialty Qualification Training Cards, issued by the unit commander to define and document training toward qualification in an ES specialty. Scanners use the 100T-MS, Observers the 100T-MO, and SAR/DR Pilots the 100T-MP. Refer to CAPRs 60-3 and 60-4 Volume II.

CAPF 104 is the Mission Flight Plan/Briefing Form; the pilot usually fills out this form with the observer's assistance. The mission usually begins with a general briefing, followed by an individual sortie briefing. The briefing section of the CAPF 104 is used to ensure that critical aspects of the upcoming mission are covered. An accurate mission log, kept by the observer during the flight, allows the mission debriefing section (the back of the CAPF 104) to be filled out.

The CAP Flight Plan is also contained on the front of the CAPF 104, primarily on the right-hand side. It is prepared and filed by the mission pilot and must be closed out with the Flight Release Officer after landing. For cross-country flights greater than 50 nm, a FAA Flight Plan must be filed if a CAPF 104 or 84 are not used. Both show the intended route of flight, details about aircraft markings and performance, anticipated flight time, available fuel, and souls on board to facilitate rescue efforts in case of an emergency.

The FAA Flight Plan and CAPF 104 are covered in Chapter 13.

The CAPF 108 is used to claim reimbursement for CAP missions IAW CAPR 173-3. Generally, fuel, oil, limited maintenance, and mission-essential communications expenses are covered by the tasking agency.

1.7.1 Entering Data into Forms

The most basic rule for filling out forms is to enter data *accurately and legibly*. Remember that the customer can't read your mind and shouldn't have to resort to

an ouija board to decipher your handwriting. So, if your handwriting is poor, print; if your printing is poor, have another crewmember fill out the form.

CAP forms are available in electronic format (link from the CAP national website: www.capnhq.gov), and many are capable of performing necessary calculations and the like as you enter data. Presently only certain CD forms are required to be computer or typewriter generated, but CAP will eventually require most forms be filled out in this manner. [If feasible, make templates of the forms you use the most: filling in data that doesn't change (e.g., local and aircraft information) and then using the SAVE AS feature each time you use the form will save you lots of time.]

Some general rules to follow are:

- Avoid the use of "Liquid Paper" when making corrections to any forms.
- To correct mistakes draw a single line through the error and initial.
- Do not use signature labels or stamped signatures.
- Do not submit CAPF 108s that have things copied onto them, such as receipts or notes.
- Attach copies of all receipts that support expenses claimed on the CAPF 108.
- Attachments (e.g., expense receipts or maps) should have your name, the date, aircraft 'N' number, mission and sortie numbers, and Hobbs time on them so they can be tied to the CAP form if they become separated.
- Always have another crewmember review the form before submittal. If there are any blanks or 'N/A' entries, make sure that is what you intended.